

15 AUG 1974

Mr. Joseph Dellen
Senior Staff Member
The Brookings Institution
1775 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Dear Mr. Dellen:

Thank you for your letter of 26 July 1974 requesting a special briefing on Friday, 13 September for business executives in the President's Personnel Interchange Program. The date you proposed is fine and we shall be happy to arrange for the briefing as well as the luncheon.

I appreciate your kind remarks about the Agency's contribution to regular Conferences for Business Executives on Federal Government Operations. As you know this is a mutually rewarding effort; our senior officers who participate gain fresh insights into the interests and concerns of the business community.

Mr. [] of my staff will coordinate the program.

Sincerely,

[]
Alfonso Rodriguez
Director of Training

Distribution:

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OTR/II/[] sks (2 Aug 74)

Approved For Release 2003/02/27 : CIA-RDP88-00339R000100250001-1

DIR-0506



The Brookings Institution

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Advanced Study Program

July 26, 1974

Mr. Alfonso Rodriguez
Director of Training
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Rodriguez:

The President's Commission on Personnel Interchange has requested The Brookings Institution to provide an educational orientation program for American business executives who will be spending a year with the government. We will be designing a program similar to our Conference for Business Executives on Federal Government Operations.

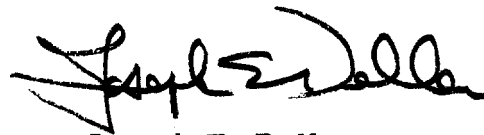
As you know The Central Intelligence Agency has always been a valuable resource in these conferences. Our business executives have always considered your presentation a highlight of the week's orientation. I would like to request and invite your special participation for Friday, September 13th for a meeting with the business executives in the President's Personnel Interchange Program.

Your usual format has always been stimulating and superb. Could we ask that a luncheon and briefing be considered by your organization? We of course, would reimburse you for the luncheons (30-35 members).

I look forward to your review and consideration.

Thank you very much.

Sincerely,



Joseph E. Dellen
Senior Staff Member

JED/gz

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Executive Interchange Program

FROM:

ADTR

EXTENSION

NO.

DATE

15 MAR 1972

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDS

2.

3.

Ex. Dir.-Compt.

4.

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1. Mr. Joseph T. McCullen, Jr., Executive Director of the President's Commission on Personnel Interchange, sent us the attached list of participants in the Agency briefing for the Executive Interchange Program on 28 March 1972.

2. The names are now being processed through the Office of Security for security approvals.

3. Copies of this list have been given to the five Agency officers who will participate as panel members in the briefing: Messrs. Charles Briggs, John [redacted] Harry Fisher, and David Brandwein.

4. The program will follow the Brookings format as follows:

- 1445 - Arrival and Coffee in USIB Conference Room
- 1500-1530 - Opening Briefing by Executive Director-Comptroller
- 1530-1645 - Question and Answer Period

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Briefing for Executive Interchange Program

FROM:

ADTR

EXTENSION

NO.

OTR-7198

DATE

27 FEB 1972

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDS

1 to 2

Bill:

This is OTR's suggestion for the Executive Interchange Program. The panel-type presentation is usually very effective with this kind of audience. Therefore, I recommend your approval.

2. Executive Director-Comptroller

3. Assistant Deputy Director for Support

4. Acting Director of Training

5. Robert S. Wattles
Assistant Deputy Director for Support

6. YS/W.T.

7.

APPROVED

8.

W. E. Colby
Executive Director-Comptroller

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10.

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nominate
ILLEGIB

11.

12.

13.

14.

15.

22 February 1972

Executive Registry

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Briefing for Executive Interchange Program

REFERENCE : Memo dtd 3 Feb 72 to DD/S fm ExDir-Compt, same subject; memo dtd 16 Feb 72 to ExDir-Compt fm ADDS, same subject; memo dtd 16 Feb 72 to ADTR fm ADDS, same subject

1. Herewith are a suggested schedule and a few other ideas on procedures for the visit of the young officers of the Executive Interchange Program.

2. The general Brookings format probably would be quite suitable for this group, e.g. a 30-40 minute presentation by Mr. Colby, followed by a panel-type question and answer period. The panelists should be senior enough so they could answer a broad range of questions about their operations and activities. Although this is a junior executive group, their questions are likely to be just as incisive and penetrating as they sometimes are at the Brookings affairs. The office head or special assistant level would seem most appropriate. For example:

DDS	Jack Blake
DDI	Dick Lehman
DDP	
DDS&T	Dave Brandwein

25X1

A good choice for a fifth panelist would be Chuck Briggs, who could discuss planning, programming, management, computers, etc. As soon as Mr. Colby approves the suggested schedule, we shall contact the speakers and begin making the necessary administrative arrangements.

OK

3. Using this format a late afternoon schedule might look something like this:

1445	-	Arrival and Coffee in USIB Conference Room
1500-1530	--	Opening Briefing by Mr. Colby
1530-1645	-	Question and Answer Period

This would allow the visitors to leave a little ahead of the 1700 rush.

4. As to dates, the latter part of March would be most suitable in terms of OTR's other commitments. Subject to the approval and availability of Mr. Colby, of course, we should like to suggest Tuesday, 28 March.

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~~Alfonso~~ Alfonso Rodriguez
Acting Director of Training